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Office Memorandum • UNITED STATES GOVERNMENT

TO : Chief, Intelligence School

DATE: 31 October 1960

FROM : Chief, Clerical Training

SUBJECT: Weekly Activity Report, No. 38, 25 October - 2 November 1960

1. Number in Clerical Orientation Training: During the week of 24 October - 28 October 1960, there were 18 trainees in Clerical Orientation Training.

2. Number in Clerical Induction Training: During the week of 24 October - 28 October, there were 37 trainees in Clerical Induction Training; of these, 13 entered classes for the first time.

3. Results of Official Agency Testing Administered in Clerical Induction:

(a) The results of the tests administered to the entrance-on-duty employees for the week 24 October - 28 October 1960 were as follows:

	<u>Tested</u>	<u>Passed</u>
Typewriting	10	1
Shorthand	2	0

(b) The results of the tests administered to clerical applicants for the week 24 October - 28 October 1960 were as follows:

	<u>Tested</u>	<u>Passed</u>
Typewriting	8	1
Shorthand	2	0

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4. Training Assistant Attends OTR Briefing: Mrs. [REDACTED] Training Assistant in Clerical Induction Training, attended an all-day briefing conducted by the OTR Registrar on 20 October 1960.

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5. Two Non-Clerical Basic Typewriting Classes Scheduled: The Non-Clerical Basic Typewriting training began on 31 October 1960. It was necessary to schedule two classes because of the large number of registrants and because of the size of the only room available close to the offices of the trainees. Each class will meet for six weeks for one hour a day: the first at 0830 and the second at 1000 in Room 2251 in R & S Building. Miss [REDACTED] will be the instructor.

In March of this year a Non-Clerical Basic Typewriting class was held at 1016 16th Street. Only 12 persons registered for that class and 4 of those cancelled because of the inaccessibility of classrooms at that location. The registration for the present class seems to indicate that our "customers" would be better able to take advantage of the in-service training offered by Clerical Refresher Training, if these classes were located nearer the operating offices.

*Note to
apply to new
building
P.*

6. Four SSG's in Training: Four secretaries hired under the program for the recruitment of a Special Secretarial Group (SSG) are "in-between Agency and State Department classes." Because these four employees must meet Agency standards in shorthand, this period of time is being devoted to a concentrated study of shorthand and the development of shorthand speed. The girls are attending shorthand classes in Clerical Induction Training and in Clerical Refresher Training. They are also using dictation tapes when they are not in classes.

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